# Expense Report

\*\*Expense Report\*\*  
  
Employee ID: VCGEH-06823  
  
\*\*Reimbursable Amounts by Category\*\*  
  
| Category | Amount |  
|---|---|  
| N/A | N/A |  
  
\*\*Non-Reimbursable Amounts by Category\*\*  
  
| Category | Amount | Violations |  
|---|---|---|  
| Miscellaneous | ₹1060.0 | Nights in an apartment are typically not a business expense, suggesting this may be personal use. |  
  
\*\*Violations Detected\*\*  
  
| Violation | Policy |  
|---|---|  
| Nights in an apartment are typically not a business expense, suggesting this may be personal use. | Policy not found |  
  
\*\*Feedback and Suggestions\*\*  
  
Hi there,  
  
Thank you for submitting your expense report. We appreciate your attention to detail and promptness.  
  
We noticed a non-reimbursable expense in the "Miscellaneous" category related to nights in an apartment. As per company policy, accommodations in apartments are not typically considered business expenses.  
  
To avoid similar issues in the future, we recommend considering the following:  
  
\* \*\*Clarify with Management:\*\* If you have any doubts about the eligibility of an expense, reach out to your manager for guidance before making the purchase.  
\* \*\*Research Company Policies:\*\* Familiarize yourself with the company's expense policy to ensure you fully understand what is considered a reimbursable expense.  
  
We are confident that with a little attention, you can minimize non-reimbursable expenses and ensure your expense reports are accurate and compliant.  
  
Thank you for your cooperation and continued efforts to stay within company policies.  
  
Sincerely,  
Expense Reporting Team